

II-D System Generated Reports

System generated reports are produced automatically when an automated CALSTARS process occurs, when data is received and processed from a source outside of CALSTARS, or when data is uploaded to CALSTARS (external batches, tables or timesheets). The reports are produced either overnight or during the same day the process occurs. These reports provide an activity trail for monitoring CALSTARS processes and for potential audit purposes. The following types of system generated reports are the result of a CALSTARS process:

- ✧ **Nightly batch processing reports** - Batch transaction inputs and history update, batch control status, system maintenance activity (claim schedule, error correction, CALSTARS tables), etc.
- ✧ **Online process reports** - Automated checks, check registers, batch prints, CALSTARS Report Request Table Reference (Ref) Card, etc.
- ✧ **Subsystem process reports** - Labor distribution, cost allocation and fund split, month-end rollover, year-end rollover, year-end close and open, Document File purge, Vendor Edit table purge, Vendor Payment File purge, Schedule 10 transmittal, etc.

The following types of system generated reports are produced when data is received from a source outside of CALSTARS:

- ✧ **External reports** - Reports produced by another agency and electronically transferred or imported on tape into CALSTARS and printed in the original format (SCO fund reconciliation reports, SCO tab run and transactions, DGS invoices, etc.).
- ✧ **Interface reports** - Data sets or records produced by another agency and electronically transferred or imported on tape into CALSTARS (SCO payroll interface, CD-102 data, etc.).
- ✧ **Upload reports** - Reports produced when data is uploaded (external) for CALSTARS batches, tables, or timesheets.

ACCESSING SYSTEM GENERATED REPORTS

CALSTARS uses a software package called ROPES, Remote Online Print Executive System, to manage the printing process for reports that are sent to agency printers. ROPES queues group the reports for efficient printing and improved print management. System generated reports are downloaded into 'ROPES queues' at the conclusion of each night's batch process or immediately/same-day for on-line print actions. The Printer ID, Report Class and the Report ID fields of the **G.4** Printer Control Options Screen must be completed in order to print or browse a report. Refer to the Chapter II-A for more information about the screen.

The assigned Report Class for most system generated reports is **A** (autostart). **A** is assigned so the reports are available the next day or immediately when requesting an **N1** report. Regardless of which report queues are printed during the day, the printer is reset to Class **A** each evening so the reports print without interruption.

Many system generated reports are sent to agency printers. These system generated reports are listed on the last page of the Report Request Table Reference (Ref) Card. The ROPES queue for each report or group of reports is also listed. An example of the last page of the Ref Card is displayed in Exhibit II-D-1.

To request a different Output Destination, send an e-mail to calstars@dof.ca.gov and include the following information:

- ★ 'Report Routing' in the subject line of the e-mail
- ★ Organization Code
- ★ Report ID and Title (refer to www.dof.ca.gov/html/calstars/SysGenRept.htm)
- ★ Type of change - Indicate if the request is a permanent change or if the data file is needed only one time.